

The NAVSEA 04 Messenger

A monthly fast-read source of information to help keep everyone informed of the new communications campaign at NAVSEA 04

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Editor: Julie Handley

The NAVSEA 04 Messenger gets a facelift



The SEA 04 Mailbag received some good comments from employees suggesting the CAG consider not using a solid blue background in The NAVSEA 04 Messenger so the newsletter can be recycled. Having the blue background was our attempt to make the newsletter stand out from the normal paper we collect on our desktops. However, environmental concerns take precedence, so we have changed the look of The NAVSEA 04 Messenger and appreciated your input.

Brown Bags with Steve Bonwich

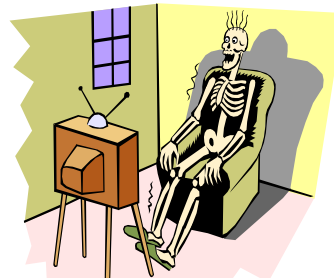
Brown Bags are scheduled on alternating Thursdays, 1130-1300, in Steve Bonwich's office. This is an excellent opportunity to enjoy a casual exchange of information and open dialogue with Steve. Everyone is encouraged to bring a lunch and come prepared to talk about whatever may be on your mind. Information from the Brown Bags is sometimes shared anonymously at the NAVSEA 04 All Hands. If you wish to sign up for a future Brown Bag, please contact Tom McDonald (04L), Kisan Pandit (04R) or Trish Hagen (04X).

NAVSEA 04 Holiday Party

Mark your calendars! The NAVSEA 04 Holiday Party will take place on Tuesday, 16 December, 1100-1400 at the WNY Catering and Conference Center (Bldg 211 next to the Navy Federal Credit Union.) Former employees and contractors are also invited! There will be food, music, games, door prizes and a secret Santa. Door prize donations or monetary donations would be greatly appreciated. Holiday Party committee members are: CAPT Robin Hiddemen, LT Jon Pentzien, Aletha Cain, Kristelle Muterspaw, Angie Layne, Kathy Walker and Rich Arellano.

NAVSEA 04 NMCI Risk Mitigation Team - Help is on the way -

The NAVSEA 04 NMCI Risk Mitigation Team is available to show employees how to back up files, perform defragmentation and general housekeeping which will make for a smoother transition to NMCI. The following people make up the team: Bucky Buchanan, Paul Heermans, Kim Morrow, Guy Miro, Stu Mahaffey, Skip Grayson, Monica Baker and Andy Kelly.



NMCI transition...

NAVSEA 04 Functional Directory

The NAVSEA 04 Functional Directory (a part of the NAVSEA 04 Communications Toolkit) is "under construction" and expected to be completed and implemented by the end of the calendar year.

NAVSEA 04 Business Plan

Many employees are interested in the status of the NAVSEA 04 Business Plan. The OMT is focused on completing the Business Plan, stay tuned!

(over)

NAVSEA 04 Employee Appreciation Survey

By Marc Borkowski, NAVSEA 04 Communications POC

The Employee Appreciation Survey was developed by the CAG and sent to SEA 04 All Hands on 6 Nov 2003. Your comments were solicited regarding the social events conducted within NAVSEA 04. We received a significant response to the survey. The majority who attended the 6 November employee appreciation pizza event felt that it accomplished its theme. (Almost 500 slices of pizza were served along with vegetable trays, cake, soda and ice cream.) Many survey responses indicated that social events, in general, are of benefit to the organization. There was a common observation emphasized – that social events are a facilitator of interpersonal communications. The progressive breakfast and luau received praise in the survey as well.

One area cited for improvement was the size of the room. The limited space did not facilitate informal communication over lunch. Many people participated but returned to their desks so they could sit down to eat. TDY was listed as a reason for not attending more of the functions. There was a split among some employees between preferring onsite or offsite functions. Both sides identified valid points.

The consensus from the responses to the survey expressed the desire to continue the NAVSEA 04 social events. A couple of the suggestions submitted for additional events included intra-departmental bowling and a homemade pastry contest.



Employees enjoy pizza at the employee appreciation event.

COMMUNICATION TIPS

Sharing Clear Goals

A good manager can't have too many goals, right?

Wrong.

A key to keeping people focused is keeping the goal simple and in sight.

Experts advise communicating a few key themes—such as quality, innovation or customer service—and sticking to them.

Quick Get-Togethers

Research by Harvard Business Review found that quick, informal huddles—rather than formal meetings—were more effective in sharing crucial information.

The huddles alerted everyone to urgent issues and concerns that emerge over the day or week.

These quick get-togethers were most effective when held at the start of the day.

Communications Mailbag

This section is devoted to reader recommendations for improving the NAVSEA 04 communications environment. This publication is widely broadcast electronically and in print format to ensure that everyone within the NAVSEA 04 community has an opportunity to stay informed about the evolving NAVSEA 04 Communications Campaign.

We would like you to share your comments or recommendations for improving this newsletter, and communications in your workplace. Please send us your feedback at SEA04mailbag@navsea.navy.mil.